

Position Description

Title: Team Leader Water Process (Position 1096)	Award Classification: Band 2, Level 3
Department: Water and Sewer	Salary Classification: Grade 5
Tenure: Permanent Full time	FTE: 1

Context:

The Water and Sewer team operates in a context that is subject to constant regulatory and environmental change. In particular, usage growth and renewal needs, regulatory responses, and community development concerns are key contributing trends to be addressed over time through the work of Council and this role.

Role Purpose:

To actively participate in the planning, operation, maintenance and monitoring of the water supply treatment facilities and associated assets, to understand and work to Health, environmental, safety and Council standards, for the benefit of the Kempsey Shire community.

The position is responsible for:

- Coordinating the Water Process team, to ensure adequate operation of all treatment facilities relating to Council's water supply;
- Providing supervision, technical advice and support of staff;
- Assisting the Process Engineer in the development of electronic monitoring of operational data, regular assessment and analysis of data against statutory compliance requirements.

Key Accountabilities:

- Coordinating the Water Process team, to ensure the control, operation, monitoring and maintenance of the treatment facets of the Council's water supply.
- Developing and coordinating the roster for the Water Process team, to ensure adequate operations of all treatment facilities, including weekends, public holidays and after hours on call.
- Providing supervision, technical advice and support of staff.
- Provide a high level of customer service, in managing customer queries and water quality complaints, in a timely manner consistent with Council's customer service performance targets.

- Assist the Process Engineer in the development of electronic monitoring of operational data and the regular assessment and analysis of this data against statutory compliance requirements, Council’s operational efficiency targets and performance measures.
- Review and approve timesheets, overtime and leave requests for all staff within the team.
- Meet on a monthly basis with the water process team to discuss operational, safety and other Council matters.
- Manage small projects up to \$150k.
- Undertake competency assessment for all staff in their team as consistent with Council’s Performance Development system.
- Identify and proactively address instances of unacceptable performance or behavior of staff within the team.
- Identify and address training and development needs of the staff within the team.
- Contribute in developing the water process budgets.
- Manage the Water Process budget to ensure expenditure is within budget constraints and report to the Process Engineer and Manager Water& Sewer.
- Ensure that Council’s Work Health and Safety policies and procedures are met at all levels within the team and with any contractors engaged.
- Certify contractor payment claims and check for accuracy.
- Promote and support a team environment where all team members contribute to more efficient work practices and other workplace development issues.
- Ensure all correspondence and work orders allocated to you are processed in accordance with Council performance targets.
- Ensure compliance with relevant Council Policies.
- Performing other reasonable duties as directed by the Process Engineer or their delegate.
- Ability to provide after hours availability for remote response and phone calls including weekends and public holidays

Core Competencies:

- Certificate III in Water Industry Operations and at least five years relevant experience in water treatment operations. A Certificate IV in Water Industry Operations or Trade Certificate would be an advantage
- Demonstrated experience in water treatment plant operations/optimisation, water quality management and facility management
- Qualifications relevant to water treatment (eg Water Treatment Plant Operator, Fluoride Certificate, Dam Safety Surveillance Certification etc)
- Demonstrated experience in the supervision and management of remote working field staff



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Supervision Received:

This role reports to the Process Engineer.

Supervision Exercised:

The following roles report to the Team Leader Water Treatment:

- Operator Water Process (x8)
- Water Process Attendant

Role Authorisation:

.....(Director Signature) Date

Role Acceptance and Accountabilities:

The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.

.....(Role Incumbent's Signature) Date